

CHAPTER 4

CAREER INFORMATION

The U.S. Navy is a highly complex organization. It is complex not only because of its ships and sophisticated equipment but also because of its Sailors and their many occupational fields. As a Sailor and a future petty officer, your leadership will help to keep our Navy the *greatest Navy in the world*.

Nowhere in society today can you advance as fast and as far as you can in the Navy. The opportunities for you to have a successful naval career are limited only by your abilities and efforts. This chapter is designed to get you started on the path to a rewarding naval career. The first section of this chapter deals with the Navy enlisted classification structure. This system is covered because it provides the framework for your career development. The next sections contain information on duty assignments to special programs and projects and the enlisted warfare specialist program. The last section provides information on enlisted service records.

You might be asking yourself, why do I need to know this information? The answer is simple—many Sailors know little about the administrative details that affect their careers. The information contained in this chapter is vital to a successful naval career. It deals with the factors used, in part, to determine where you will be assigned, when you will advance, and what special programs you are qualified to enter.

If you have any questions, contact your leading petty officer, division or department career counselor, command career counselor, or educational services officer (ESO). Because of frequent changes to personnel policies by both the Navy and the Department of Defense, some of the information provided here may have changed by the time you receive this course.

THE NAVY ENLISTED CLASSIFICATION STRUCTURE

Learning Objective: Recall the function and use of the Navy Enlisted Classification (NEC) system.

The Navy Enlisted Occupational Classification System (NEOCS) is presented in *Basic Military Requirements*, NAVEDTRA 14277. NEOCS consists of three major subsystems:

1. Enlisted rating structure
2. Navy Enlisted Classification (NEC) structure
3. Special qualifications

In this chapter, the NEC structure is presented.

The NEC structure supplements the enlisted rating structure. It identifies special knowledge and skills requiring specific recognition not provided by rates and rating—skills that are not rating-wide requirements. Those special skills and knowledge required in specific billets or manpower authorizations are categorized by special NEC codes. These codes are identified by the Chief of Naval Personnel (CHNAVPERS).

When the rating structure alone provides insufficient information for manpower management purposes, the NEC coding system more precisely identifies personnel and manpower requirements. Management continually compares the number of billets requiring special NEC codes with the number of personnel who have the skills and knowledge designated by those codes. It then uses that comparison to plan and control the input of people into the formal courses that prepare them for vacant NEC billets.

The official reference for NECs is the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068, Section II. For more information about NECs, you may contact your division, department, or command career counselor. Your career counselor or your Personnel Support Detachment can provide you with the latest information.

REVIEW QUESTION

- Q1. Which of the following does the NEC NOT identify?
1. Skills that are not rating-wide
 2. Special knowledge and skills not provided by rate and rating
 3. Special skills and knowledge required for a specific billet
 4. Special skills obtained through OJT

PETTY OFFICER QUALITY CONTROL PROGRAM

Learning Objective: Recall the purpose of the Petty Officer Quality Control Program.

The Navy needs qualified, responsible people in positions of leadership. Many opportunities and efforts are made to retain experienced Sailors. Some of the opportunities like formal schools for a trade or skill and leadership training would cost a civilian thousands of dollars. We are privileged because the Navy takes care of its highly motivated Sailors by promotion opportunities and advanced schooling. The importance of our welfare is reflected by many programs for the family, recreation, health (hospitals, doctors, etc.), and nonmilitary schools. Sailors are guided to more career opportunities by boards, called Professional Development Boards (PDBs), established by BUPERSINST 1040.5

Additionally, there is an effort by the Navy to ensure that those personnel with problems that affect the Navy adversely are counseled and given help to resolve those problems. In chapter 1, we covered the need for petty officers to counsel subordinates with performance and behavior problems. However, all Sailors need to be aware of the consequences of continued bad performance and behavior, which could lead to retention in the Navy being denied. Career petty officers, usually E-5 and above, are screened by way of the Petty Officer Quality Control Program when there is an indication of deficiencies.

The Petty Officer Quality Control Program can be found in *MILPERSMAN*, article 3410180. Established in 1980, the focus of the Petty Officer Quality Control Program was to provide centralized oversight of career petty officers with identified performance or behavior deficiencies, to provide guidance to improve those deficiencies, and to monitor their performance for improvement. When first established BUPERS screened service records of E-5 and above for performance problems.

As outlined in NAVADMIN 253/96, BUPERS no longer screens service records to identify individuals who should not be reenlisted for performance or behavior deficiencies. This oversight function has been delegated to unit commanding officers. The commanding officer may set up a board as needed to review service records of members who warrant review.

GENERAL CATEGORIES OF PERFORMANCE

The following quality-standard categories of performance are considered by the commanding officer and, if needed, by the board in their evaluations and recommendations:

- Financial responsibility
- Sobriety
- Leadership
- Military/personal conduct
- Performance of duty
- Willful racism, sexism, or acts that deny equal opportunity to others
- Appearance and compliance with Navy fitness standards

FUNCTION OF THE REVIEW BOARD

If the board determines that the performance of a petty officer is below standard in one of the above groups, it will take one or more of the following actions:

1. Advise the petty officer that it would be to his or her personal benefit to request a transfer to the Fleet Reserve, Navy Retired List, or Naval Reserve Retired List.
2. Process the petty officer for administrative separation.
3. Enter a letter of warning into the permanent service record of the petty officer. (The member would then require approval from the Chief of Naval Personnel before reenlistment or extension of current service or before other appropriate administrative action.)
4. Recommend denial of reenlistment. (The member would then require approval from the Chief of Naval Personnel before reenlistment or extension of current service or before other appropriate administrative action.)

In addition, members under Petty Officer Quality Control Program review will be informed by letter via their commanding officers. All subsequent requests for reenlistment or extension would be submitted directly to the member's commanding officer. If a service member objects to a decision to deny reenlistment, the commanding officer will forward a denial of reenlistment recommendation to CHNAVPERS (PERS-83). The affected service member shall be provided the opportunity to make a statement. CHNAVPERS (PERS-8) will make the final determination of reenlistment eligibility.

REVIEW QUESTION

- Q2. What is the main purpose of the Petty Officer Quality Control Program?
1. To ensure that only top-performing petty officers reenlist
 2. To identify career petty officers with performance or behavior deficiencies
 3. To screen the service records of all petty officers
 4. To recommend petty officers for collateral assignments
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SPECIAL PROGRAMS AND PROJECTS DUTY ASSIGNMENTS

Learning Objective: Recognize the options for special programs and/or assignments. Recall the eligibility requirements for the Chief Warrant and Limited Duty Officer Program.

The mission of today's Navy is increasing in complexity. To provide for this ever-increasing complexity, the Navy has established special programs to take care of those tasks not assigned to a specific rating or NEC. Once a long-term requirement for a particular skill exists, the applicable program becomes a part of the regular naval organization. If necessary, new ratings may be established for specific skills. This portion of the chapter will acquaint you with some of the duty assignments involved in those special programs and projects. Chapter 9 of the *Enlisted Transfer Manual (TRANSMAN)*, NAVPERS 15909, outlines special programs not mentioned in this text.

LAW ENFORCEMENT

Law enforcement, physical security duty, permanent shore patrol, armed forces police detachments, and Navy absentee collection units exist at many shore activities. The armed forces police detachments usually are located overseas where several services are represented. For selection to this type of duty, personnel must have qualities such as common sense, sound judgment, initiative, unquestioned reliability, and honesty. To qualify for law enforcement duty, you must meet the qualifications outlined in chapter 9 of the *TRANSMAN*. If you qualify for this type of duty, you may submit a request through the chain of command to NAVPERSCOM.

BRIG STAFF DUTY

Brig staff duty throughout the United States and at a few overseas locations provides exceptional opportunities for personnel to enhance their leadership qualities without regard to their military specialty. Personnel must meet certain basic qualifications for this type of duty. They must have served a minimum of 24 months active duty following recruit training, have a clear record, and have a General Classification Test (GCT) or word knowledge score of at least 45. They also must be at least a PO3, be mature and emotionally stable, and be able to issue commands and instructions clearly in the English language. Chapter 9 of the *TRANSMAN* lists the other requirements personnel must meet for this type of duty. Requests should be submitted through your chain of command to NAVPERSCOM.

U.S. NAVAL CEREMONIAL GUARD

The U.S. Naval Ceremonial Guard is located in Washington, D.C., at the U.S. Naval Station, Anacostia. It is the official ceremonial unit of the Navy and, as such, is a presidential support activity. A component of the naval district in Washington, the Guard performs at functions such as parades, funerals, and various presidential functions. It is a "spit and polish" unit that has attained national recognition and has received many awards for its work.

Non-petty officers are selected for the Guard directly from the recruit training command, and petty officers are selected from those who are eligible for shore duty. Petty officers serve 36-month tours with the U.S. Naval Ceremonial Guard Unit.

NAVY AIRCREW PROGRAM

One major advantage of being assigned to duty in the Navy Aircrew Program is that you become eligible for flight pay—a form of hazardous duty pay. Chapter 9 of the *TRANSMAN* outlines tour lengths; however, they may vary depending upon the sea/shore code for the activity to which you are assigned. Only enlisted aviation personnel who meet the qualifications for Aircrew Program training, as outlined in the *TRANSMAN*, chapter 9, may qualify for this program. A request for assignment to this program should be submitted to NAVPERSCOM via your commanding officer.

NAVY SPECIAL WARFARE AND EXPLOSIVE ORDNANCE DISPOSAL PROGRAMS

The Navy special warfare community includes enlisted personnel qualified for assigned secondary NECs 5321, 5322, 5326, 5327, 5332, and 5333. Additionally, these personnel carry the enlisted designator DV (qualified as a diver) or PJ (qualified as a parachutist) or both. Once qualified, personnel may be assigned to special warfare operations as underwater demolition/sea-air-land (UDT/SEAL) team operators or to explosive ordnance disposal operations as explosive ordnance disposal (EOD) technicians. Personnel who request this type of duty must meet the qualifications listed in the *TRANSMAN*, chapter 9. Personnel who successfully complete training may receive specialty pay and assignment to an appropriate billet.

CHIEF WARRANT OFFICER AND LIMITED DUTY OFFICER PROGRAMS

The opportunity for receiving a commission as an officer in the Navy has never been better than it is today. Two of the most popular programs leading to a commission, the Chief Warrant Officer (CWO) Program and Limited Duty Officer (LDO) Program, are presented in the following paragraphs.

The Navy has a continuing need for CWOs to serve as officer technical specialists and LDOs to serve as officer technical managers. The LDO and CWO Programs are the primary enlisted-to-officer Navy sponsored programs that do not require a college education. Competition for entrance into either of the programs has been, and will continue to be, particularly keen. If you are interested in applying for these programs, you should begin preparing early in your career. To better prepare to become an officer, you should increase your knowledge by on-the-job training and specialized training through schools and correspondence courses.

Chief Warrant Officer Program

The Chief Warrant Officer Program provides a direct path of advancement to CWO for outstanding enlisted personnel who have reached the paygrade of E-7 or above. To be eligible for appointment, applicants must meet the following requirements:

- Be a U.S. citizen
- Be serving on active duty as a CPO, SCPO, or MCPO in the regular Navy, Naval Reserve, or

Training and Administration of Reserves (TAR) Program at the time of application

- Be physically qualified for appointment as a warrant officer
- Be a high school graduate or possess the service-accepted equivalent
- Have no record of conviction by court-martial or of conviction by civil court for any offenses other than minor traffic violations for 2 years preceding the date of 16 January of the year of application
- Be recommended by the commanding officer
- Must have completed at least 12 years, but not more than 24 years, of active service on 16 January of the year in which application is made

BUPERSINST 1131.1 spells out the application procedures for active and inactive duty personnel for the Chief Warrant Officer Program.

Limited Duty Officer Program

The LDO Program provides a path of advancement for PO1 through SCPO and CWO to commissioning as a temporary ensign or lieutenant junior grade (as applicable) in the regular Navy or Naval Reserve.

The applicant must meet the following eligibility requirements to apply for the LDO Program:

- Be a U.S. citizen
- Be serving on active duty in the regular Navy, Naval Reserve, or TAR Program at the time of application. If selected, personnel must remain on active duty until appointment is tendered
- Be physically qualified for appointment to LDO
- Be a high school graduate or possess the service-accepted equivalent
- Have no record of conviction by court-martial or of conviction by civil court for any offense other than minor traffic violations for 2 years preceding 16 January of the year in which application is made
- Be recommended by the commanding officer
- Be serving as a petty officer first class or CPO/SCPO on 16 January of the year in which application is made. If a PO1, the applicant must have served in that capacity for at least 1 year as of 16 January of the year in which application is made

- Have completed at least 8 years but not more than 16 years of active naval service on 16 January of the year in which application is made

- (PO1 applicants only) Complete all requirements for advancement to CPO, with the exception of time in paygrade, and successfully compete in the annual Navywide advancement examination administered in January of the year of application. A candidate's final multiple must be equal to, or greater than, the lowest final multiple for PASS SELECTION BOARD ELIGIBLE. A PO1 who is presently authorized advancement to CPO is exempt from the CPO Navywide examination qualification

- CPOs and SCPOs with at least 12 years, but not more than 16 years, of naval service may apply for LDO and CWO in the same application year, but only one designator for each program may be requested

For application procedures and eligibility requirements, see BUPERSINST 1131.1.

REVIEW QUESTION

- Q3. What is the maximum length of service allowed for an applicant to the Chief Warrant Officer Program?
1. 12 years
 2. 16 years
 3. 20 years
 4. 24 years

REQUIREMENTS FOR ENLISTED WARFARE SPECIALIST DESIGNATION

Learning Objective: Recall the requirements for enlisted warfare specialist designations.

The purpose of the enlisted warfare specialist designation is to recognize through a formal qualification program exceptional achievement, initiative, and professional qualifications of enlisted personnel.

To qualify as an enlisted warfare specialist, you must complete a qualification program that is part of the personnel qualification standards (PQS). The qualification program consists of general knowledge requirements of the overall mission, engineering capabilities, combat systems and other mission-

essential systems, and basic equipment involved in the particular warfare specialty.

WARFARE DESIGNATORS

The Navy has four enlisted warfare specialist designations: Enlisted Surface Warfare Specialist (ESWS), Enlisted Aviation Warfare Specialist (EAWS), Enlisted Submarine Specialist (ESS), and Enlisted Seabee Combat Warfare Specialist (ESCWS). Figures 4-1 through 4-4 show the designated pins to be awarded after all qualifications have been met and approved.

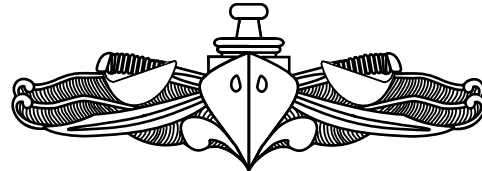


Figure 4-1. Enlisted Surface Warfare Specialist insignia.



Figure 4-2. Enlisted Aviation Warfare Specialist insignia.



Figure 4-3. Enlisted Submarine Warfare Specialist insignia.

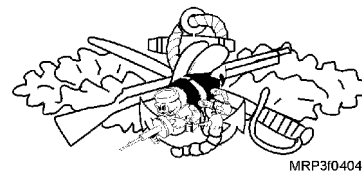


Figure 4-4. Enlisted Seabee Combat Warfare Specialist insignia.

QUALIFICATIONS

For details and the most up-to-date eligibility requirements, consult the following community-specific instruction. The instructions are Enlisted Surface Warfare Specialist Qualification, OPNAV 1414.1; Enlisted Aviation Warfare Specialist Qualification Program, OPNAV 1414.2; Enlisted Requirements for Submarine Qualification,

COMSUBLANT/COMSUBPACINST 1552.16; and Seabee Combat Warfare Qualification, OPNAV 1410.1. The general qualifications to receive a warfare specialist designation are as follows:

- Be assigned to a command authorized to award a warfare specialist designator
- Be attached for a specific length of time
- Maintain an overall performance mark set by specific instruction
- Pass a written and/or oral examination
- Be recommended by the chain of command
- Be approved by the commanding officer
- Obtain a page 13 entry in your service record

As mentioned above, the instruction for each warfare specialty gives specific qualifications. They include requirements for any waivers, administrative procedures, disqualification guidelines, requalification requirements, and any related PQS requirements.

REVIEW QUESTION

- Q4. The qualifications for Enlisted Surface Warfare Specialist can be found in what publication?
1. Command instruction
 2. NAVSEA instruction
 3. CNO instruction
 4. OPNAV instruction

ENLISTED SERVICE RECORDS

Learning Objectives: Recognize the contents of the enlisted service record. Recognize the Record of Emergency Data (page 2). Recall the types of information found on the Enlisted Qualification History (page 4).

The enlisted service record is the official history of a person's Navy career. The information contained in the service record starts when you apply for enlistment and is added to throughout your naval service. The record is the property of the Navy and must be safeguarded against loss and against access by unauthorized persons. Service record entries are made by those personnel who are given such authority by the commanding officer. The

enlisted service record, NAVPERS 1070/600, is a flat folder containing various forms concerning your enlisted service. Your service record will contain only the forms that apply to you.

The right-hand side has certain forms in a specific order. The order in which these forms are filed has led to their being referred to as pages. For example, your enlistment contract is the first, or bottommost, form. It is referred to as page 1. Some of the forms found in all service records will be discussed later.

Other papers required for safekeeping or record purposes are filed on the left-hand side of the folder. A separator, entitled Career Performance Data, NAVPERS 1070/617, divides the left-hand side. Beneath this separator are your evaluation report and counseling record, commendations, and awards correspondence. If you have a previous enlistment, copies of any Certificates of Release or Discharge from Active Duty, DD Forms 214, are filed beneath the separator. All other papers are filed above the separator in chronological order, the most recent date on top.

Only two forms from the enlisted service record will be discussed in this chapter. The remaining forms are more or less of an administrative nature. Some pages require several sheets during an enlistment. For example, there usually will be several page 13s.

REVIEW QUESTION

- Q5. Which of the following personnel is/are allowed to make entries in your service record?
1. Immediate supervisor
 2. Yourself
 3. Authorized personnel
 4. Department head

RECORD OF EMERGENCY DATA

The Dependency Application/Record of Emergency Data, NAVPERS 1070/602, commonly known as page 2, is a multipurpose form and is used for both officer and enlisted personnel.

Part I of this form serves as an application for dependency allowances. It is completed at the recruit training command or first duty station and whenever you gain or lose a dependent.

NAVPERS 1070/602 (Rev. 7-72) (PART B) (BACK)	
77. LOCATION OF WILL OR OTHER VALUABLE PAPERS	
78. REMARKS	
Is beneficiary designation of S.G.I.I. on file? _____ DATE (If Yes) _____	
NOTE: THIS FORM DOES NOT DESIGNATE OR CHANGE BENEFICIARY	
79. SIGNATURE OF DESIGNATOR	
CERTIFICATE I have reviewed the data entered on this form and certify that it is correct. Signature a new NAVPERS 1070/602 if data is not correct.	
DATE	SIGNATURE OF DESIGNATOR

DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA							
1. UNIT I.D.		2. SHIP OR STATION		3.		4.	
5. NAME OF SPOUSE				6. DATE OF BIRTH OF SPOUSE		7. RELATIONSHIP	
8. PLACE OF MARRIAGE (CITY & STATE OR COUNTRY)				9. DATE MARRIED		10. CITIZENSHIP OF SPOUSE	
11. ADDRESS OF SPOUSE						12. DEP.	
13. NAME OF CHILD OR DEPENDENT				14. DATE OF BIRTH		15. RELATIONSHIP	
16. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT)							17. DEP.
18. NAME OF CHILD OR DEPENDENT				19. DATE OF BIRTH		20. RELATIONSHIP	
21. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT)							22. DEP.
23. NAME OF CHILD OR DEPENDENT				24. DATE OF BIRTH		25. RELATIONSHIP	
26. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT)							27. DEP.
28. NAME OF CHILD OR DEPENDENT				29. DATE OF BIRTH		30. RELATIONSHIP	
31. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT)							32. DEP.
33. NAME OF FATHER							
34. ADDRESS OF FATHER (SEE SPECIAL INSTRUCTIONS BEFORE COMPLETING BLOCK 35)							35. DEP.
36. NAME OF MOTHER							
37. ADDRESS OF MOTHER (SEE SPECIAL INSTRUCTIONS BEFORE COMPLETING BLOCK 38)							38. DEP.
39. WERE YOU PREVIOUSLY MARRIED? <input type="checkbox"/> YES <input type="checkbox"/> NO		40. PRIOR MARRIAGE DISSOLVED BY <input type="checkbox"/> DEATH <input type="checkbox"/> ANNULMENT <input type="checkbox"/> DIVORCE		41. DATE		42. PLACE (CITY & STATE OR COUNTRY)	
43. WAS SPOUSE PREVIOUSLY MARRIED? <input type="checkbox"/> YES <input type="checkbox"/> NO		44. PRIOR MARRIAGE DISSOLVED BY <input type="checkbox"/> DEATH <input type="checkbox"/> ANNULMENT <input type="checkbox"/> DIVORCE		45. DATE		46. PLACE (CITY & STATE OR COUNTRY)	
47. OTHER				48. ADDRESS		49. RELATIONSHIP	
50. NEXT OF KIN OF SPOUSE (NOT HUSBAND, WIFE OR MOTHER OR CHILD)				51. ADDRESS		52. RELATIONSHIP	
53. BENEFICIARY(S) FOR UNPAID PAY AND ALLOWANCES				54. ADDRESS		55. RELATIONSHIP	
56. %				57. PERSON TO RECEIVE ALLOTMENT IF IN A MISSING STATUS, SUBJECT TO SECURITY DETERMINATION			
58. ADDRESS				59. %			
60. BENEFICIARY(S) FOR GRATUITY PAY (NO SPOUSE OR CHILD SURVIVING)				61. ADDRESS		62. RELATIONSHIP	
63. %				64. LIFE INSURANCE DATA (NAME OF CO) (DO NOT INCLUDE SOLD)			
65. ADDRESS				66. POLICY NUMBER			
67. RELIGION		68.		69.		70. RANK / RATE	
71. PAGE		72. OF PAGES		73. SSN		74. USNR	
75. NAME OF DESIGNATOR (LAST, FIRST, MIDDLE)				76. SSN		77. USNR	
NAVPERS 1070 / 602 (Rev. 7-72) S/N 0106-LE-018-5035 PART B BUREAU OF NAVAL PERSONNEL							

MRP3f0405

Figure 4-5. Dependency Application/Record of Emergency Data (page 2), NAVPERS 1070/602.

Part II of this form (fig. 4-5) provides an immediately accessible, up-to-date record of emergency data for casualty reporting and notification of the next of kin. Therefore, you should have this part of the form updated whenever any of

your dependents have a change of address or change of status. If your page 2 was updated at a command with an automated data system, it will look a little different than figure 4-5; the information, however, will be the same.

ENLISTED QUALIFICATIONS HISTORY

The Enlisted Qualifications History, NAVPERS 1070/604, is page 4 of the service record. The initial page 4 is prepared by the classification section at the Military Entrance Processing Station (MEPS). This form is a permanent part of your enlisted service record and accompanies you throughout your active-duty or inactive-duty career. Subsequent page 4s are prepared by your command after a section becomes filled with entries. The page 4 has a wealth of information that is of considerable value to you and the Navy. It includes but is not limited to the following:

1. Education experience level (highest grade completed, General Education Development [GED]). See figure 4-6, section 1.
2. Classification/Armed Services Vocational Aptitude Battery (ASVAB) testing qualifications. (This section is to be completed by enlisted classifiers only.) See figure 4-6, section 2.
3. Off-duty education/non-required Navy correspondence courses (Scholastic Aptitude

Test [SAT], American College Test [ACT] scores). See figure 4-7, section 3.

4. Training courses (courses qualifying the member to operate or maintain specific types of equipment). See figure 4-7, section 4.
5. Navy service schools/military training courses. See figure 4-8, section 5.
6. Correspondence courses required for advancement. See figure 4-8, section 6.
7. Navy Enlisted Classification (NEC) codes. See figure 4-9, section 7.
8. Personnel advancement requirements. See figure 4-9, section 8.
9. Rate advancements. See figure 4-9, section 9.
10. Designators (special warfare, etc.). See figure 4-9, section 10.
11. Awards (personal military decorations and unit awards). See figure 4-10, section 11.
12. Personnel Qualification Standards (PQS). See figure 4-11, section 12.

ENLISTED QUALIFICATIONS HISTORY													
1. EDUCATIONAL EXPERIENCE LEVEL													
GED (HS) EQUIVALENT TEST			COLLEGE LEVEL GENERAL EXAMS		PRESENT LEVEL OF EDUCATION								
DATE ISSUED	ISSUING STATE	INIT	DATE PASSED	INIT	12	13	14	15	16	17			
2. CLASSIFICATION/ASVAB TESTING QUALIFICATIONS													
TEST FORM ID	DATE ADMIN.	AFQT	GS	AR	WK	PC	NO	CS	AS	MK	MC	EI	VE
ASVAB ADMINISTERED BY:													
SPECIAL TEST SCORES													
NAME		FORM		DATE		SCORE							
CLASSIFIER'S SIGNATURE:													

MRP3f0406

Figure 4-6. Enlisted Qualifications History (page 4), NAVPERS 1070/604, Sections 1 and 2.

3. RECORD OF OFF-DUTY EDUCATION/VOC/TECH TRAINING AND NON-REQUIRED CORRESPONDENCE COURSES									
NUMBER/TITLE OF COURSE OR TEST	SCHOOL	DATE COMPLETED	GRADE	INIT	NUMBER/TITLE OF COURSE OR TEST	SCHOOL	DATE COMPLETED	GRADE	INIT

4. OTHER TRAINING COURSES/INSTRUCTIONS COMPLETED				
DATE COMPLETED	TYPE OF COURSE AND/OR INSTRUCTION	DURATION	LOCATION	INIT

NAME (Last, First, Middle)	SOCIAL SECURITY NUMBER	BRANCH AND CLASS
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NAVPERS 1070/604 (Rev. 7/91)
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Figure 4-7. Enlisted Qualifications History (page 4), NAVPERS 1070/604, Sections 3 and 4.

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5. NAVY SERVICE SCHOOLS/MILITARY TRAINING COURSES									
COURSE TITLE/SCHOOL		NEC	DATE ENROLLED/COMPLETED		COURSE TITLE/SCHOOL		NEC	DATE ENROLLED/COMPLETED	
COURSE LENGTH	GRADE	MANNER OF COMPLETION		INIT	COURSE LENGTH	GRADE	MANNER OF COMPLETION		INIT
		<input type="checkbox"/> GRADUATED	<input type="checkbox"/> DROPPED				<input type="checkbox"/> GRADUATED	<input type="checkbox"/> DROPPED	

6. CORRESPONDENCE COURSES REQUIRED FOR ADVANCEMENT						
DESCRIPTION OF COURSE, RATE OR NAVPERS NUMBER	DATE COMPLETED	INIT	DESCRIPTION OF COURSE, RATE OR NAVPERS NUMBER	DATE COMPLETED	INIT	

MRP3f0408

Figure 4-8. Enlisted Qualifications History (page 4), NAVPERS 1070/604, Sections 5 and 6.

7. NAVY ENLISTED CLASSIFICATIONS				8. PERSONNEL ADVANCEMENT REQUIREMENTS		
PRIMARY CODE	SECONDARY CODE	DATE	INIT	DESCRIPTION	DATE COMPLETED	INIT

9. ENLISTED RATE/RATING				10. DESIGNATOR RECORD			
RATE	DATE	TIME IN RATE	INIT	DATE	DESIGNATOR	QUAL/REVOCATION	INIT

NAME (Last, First, Middle)				SOCIAL SECURITY NUMBER		BRANCH AND CLASS	
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PAGE 2

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Figure 4-9. Enlisted Qualifications History (page 4), NAVPERS 1070/604, Sections 7-10.

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11. AWARDS				
AWARD NAME	DATE OF AWARD	AUTHORITY	ADV PNTS	INIT

NAME (Last, First, Middle)		SOCIAL SECURITY NUMBER		BRANCH AND CLASS	
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NAVPERS 1070/604 (Rev. 7/91)

PAGE 3

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Figure 4-10. Enlisted Qualifications History (page 4), NAVPERS 1070/604, Section 11.

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Figure 4-11. Enlisted Qualifications History (page 4), NAVPERS 1070/604, Section 12.

When you reenlist, a new NAVPERS 1070/604 is prepared for the Field Service Record. A copy of all previously completed page 4s will be maintained in the Field Service Record (right side). All originals are forwarded to the Bureau of Naval Personnel for inclusion in your permanent service record.

When you are discharged from the Navy, you will be given copies of all of your page 4s. Upon application for reenlistment, your page 4s should be presented to the recruiter along with a copy of your DD 214.

FLEET RESERVE AND RETIREMENT

Learning Objectives: Recognize the Fleet Reserve and retirement program.

One of the major attractions of a military career has always been the retirement package. Most members become eligible for retirement after 20 years of service, regardless of age, rate, or rank. Military retirement rights and benefits provide not only an element of security, but also an opportunity to embark on a second career while still enjoying many benefits of the first. In this section, you will find information on the benefits you will receive upon retirement and where to go for help or information.

Before making a decision to retire, you should talk with your career counselor about your retirement rights and benefits and how to apply for retirement or transfer to Fleet Reserve. You also should make every effort to attend a retirement seminar given at your command. You will be given useful information that may help you in making your decision. Certain changes to the military retirement system have been proposed. To ensure your information on retirement rights and benefits is up to date, contact your command career counselor.

CATEGORIES OF RETIREMENT

There are different categories of retirement. This section will briefly describe the Fleet Reserve, the Regular Navy Retired List, the Naval Reserve Retired List, the Retired Reserve, Temporary Disability Retired List, and the Permanent Disability Retired List. In some cases, Congress and the President can authorize application for retirement by Temporary Early Retirement Authority (TERA) message for an early retirement after 15 years of service. The TERA program lasts only for short periods and only when reduction in forces is needed. For detailed information on the TERA program, contact your career counselor.

The following are categories of retirement with a brief description of each:

Fleet Reserve — The Fleet Reserve was established to provide experienced personnel for the first stages of mobilization during an emergency or in time of war. Therefore, the Fleet Reserve is made up of former enlisted members of the regular Navy or Naval Reserve who can fill such billets without further training. As an enlisted member of the regular Navy or Naval Reserve, you are eligible for transfer to the Fleet Reserve upon the completion of at least 20 years of active service in the armed forces. While serving as a member of the Fleet Reserve, you may be ordered to active duty without your consent. After you have completed 30 years of service (which includes active-duty and Fleet Reserve time combined), you will be transferred to the retired list.

Regular Navy Retired List — Any enlisted member of the regular Navy who has completed at least 30 years of active federal service may be retired upon application. Unlike transfer to the Fleet Reserve, the 30-year retirement is a right guaranteed by law. As a retired member, you may be ordered to active duty in time of war or national emergency at the discretion of the Secretary of the Navy. You may not be ordered to active duty under any other conditions without your consent.

Naval Reserve Retired List — The Naval Reserve Retired List is composed of members of the Naval Reserve who are entitled to receive retired pay. Retired members of the Naval Reserve may be ordered to active duty without their consent. However, this may be done only if the Secretary of the Navy, with the approval of the Secretary of Defense, determines that the Navy does not have enough qualified reservists in an active status.

Retired Reserve — The Retired Reserve consists of reservists who have been transferred to the Retired Reserve List without pay.

Temporary Disability Retired List — The Temporary Disability Retired List consists of members who are temporarily unable to perform the duties of their rank or rating because of a physical disability.

Permanent Disability Retired List — The Permanent Disability Retired List consists of members who are permanently unable to perform the duties of their rank or rating because of a physical disability.

BENEFITS OF RETIREMENT

Retirement benefits available at the conclusion of a Navy career are superior, in many respects, to similar plans in civilian life. On a day-to-day basis, the most important difference is that service members pay nothing toward the accumulation of their benefits.

Retired personnel and their dependents may be entitled for life to many of the same medical services provided their active-duty counterparts. However, these benefits have been severely curtailed during recent years. Retirees and their dependents also have the privilege of making purchases in commissaries, exchanges, and ship's service stores. Retired members have the privilege to use U.S. armed forces' base facilities subject to the availability of space and facilities, the capabilities of the command, and any overseas agreements.

Retired personnel often do not realize that they may be entitled to many benefits from the Department of Veterans Affairs (VA) and from the state in which they reside. These benefits may include employment counseling, home and farm loans, unemployment compensation, burial rights, and VA benefits for veterans with disabilities.

TRANSFER TO FLEET RESERVE

A transfer to the Fleet Reserve requires that you complete 2 years at your duty station and submit the application no sooner than 12 months or later than 6 months before your requested transfer date. Send applications for Fleet Reserve to the Chief of Naval Personnel (PERS-273). Submit NAVPERS 1830/1 in quadruplicate and NAVPERS 1070/621 (Agreement to Extend) or NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty) as appropriate. Refer to *MILPERSMAN*, article 3855180, for more detailed information.

REVIEW QUESTION

- Q6. As a retired member with 30 years of service you may be ordered to active duty by which of the following personnel?
1. Chief of Naval Operations
 2. Vice President of the United States
 3. Secretary of the Navy
 4. Vice Chief of Naval Operations

SUMMARY

The Navy offers many programs to help you develop a rewarding, successful career in the Navy. The “key” to these opportunities is knowing the administrative details that can affect your career.

Several factors affect your Navy career—your NECs, your varied assignments, and enlisted warfare specialist designations. Other factors such as evaluations are discussed in *Basic Military Requirements*, NAVEDTRA 14277.

For many Sailors, eligibility for the Fleet Reserve or retirement is an important factor in deciding to make the Navy a career. As a career Sailor, your eventual retirement should be a consideration in every decision made during your naval service. Planning for post-retirement finances and job opportunities should begin as early as possible in your career.

REFERENCES

Basic Military Requirements, NAVEDTRA 14277, Naval Education and Training Professional Development and Technology Center, Pensacola, FL, 1999.

Enlisted Transfer Manual, NAVPERS 15909G, Bureau of Naval Personnel, Washington, DC, 2000.

In-Service Procurement for Appointment Under the Active and Inactive Limited Duty Officer and Chief Warrant Officer Programs, BUPERSINST 1131.1, Department of the Navy, Bureau of Naval Personnel, Washington, DC, 1993.

Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, NAVPERS 18068F, Bureau of Naval Personnel, Washington, DC, 1990.

Naval Military Personnel Manual, NAVPERS 15560C, Bureau of Naval Personnel, Washington, DC, 1999.

REVIEW ANSWERS

- A1. **(4)** The NEC structure supplements the enlisted rating structure. It identifies special knowledge and skills requiring specific recognition not provided by rates and rating, skills that are not rating-wide requirements and those special skills and knowledge required in a specific billet.
- A2. **(2)** The Petty Officer quality Control Program is an effort by the Navy to ensure that those personnel with problems that effect the Navy adversely are counseled and given help to resolve those problems.
- A3. **(4)** Applicants for CWO must have completed at least 12 years but not more than 24 years of service on 16 January of the year in which application is made.
- A4. **(4)** For details and most up-to-date eligibility requirements for Enlisted Surface Warfare Specialist consult OPNAV 1414.1.
- A5. **(3)** Service record entries are made by those personnel who are given such authority by the commanding officer.
- A6. **(3)** A retired member with 30 years of service may be ordered to active duty without his or her consent only by the Secretary of the Navy.